



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON-DETROIT ARSENAL
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IMNE-MIG-EEO

FEB 13 2009

MEMORANDUM FOR U. S. Army Garrison-Detroit Arsenal (USAG-DTA) Associates

SUBJECT: Policy Memorandum #13, Alternative Dispute Resolution (ADR)

1. REFERENCE.

- a. Administration Dispute Resolution Act (ADRA) of 1998, as amended
- b. Executive Orders 12778 and 12871
- c. 29 Code of Federal Regulation, Part 1614.603
- d. Commission Title VII of the Civil Rights Act of 1964, as amended

2. PURPOSE. To provide EEO guidance to all Garrison personnel assigned to Detroit Arsenal.

3. APPLICABILITY. This policy is applicable to all civilian personnel assigned to and/or under the operational control of the USAG-DTA.

4. POLICY. The Equal Employment Opportunity Commission has mandated that an Alternative Dispute Resolution (ADR) Program be offered to employees on a voluntary basis to resolve employment disputes. Headquarters, Installation Command and Department of the Army encourages the use of ADR when appropriate.

- a. The use of ADR is fully consistent with EEOC's mission of enforcing Equal Opportunity Laws.

- b. The USAG-DTA is firmly committed to using alternative methods for resolving disputes in all of its activities, where appropriate and feasible. Used properly in the appropriate circumstances ADR can provide faster, less expensive and more productive results in eliminating workplace discrimination.

- c. In order to accomplish the mission of the USAG-DTA, it is important for all of us to create and maintain a harmonious working environment that draws upon the talents and contributions of each individual.

- d. Workplace disputes interfere with mission accomplishment, create disharmony, distract personnel from their work assignments, are time consuming, and are very expensive. Under traditional administrative methods to resolve employment disputes, such as grievances and EEO

complaints, decisions are made by third parties with disputants having little control of the process.

e. I believe the use of ADR enhances our ability to work together to accomplish our mission. The ADR is a method of addressing workplace disputes, which parties in the dispute retain personal control of the process. The ADR has several advantages over the traditional dispute resolution process:

(1) Promotes a healthy employment relationship by including the parties directly in designing resolutions to workplace problems.

(2) The ADR expedites resolution so a situation does not escalate.

(3) The ADR supports the importance of continuing positive employment relationships and communication.

(4) Focuses on the interests of the parties rather than the legal position of the parties.

(5) Is less expensive in terms of money and time.

f. The ADR is a voluntary for all employees. The ADR is a process in which a neutral third party assists the disputants in reaching an amicable resolution through the use of various techniques. If the parties are unable to resolve the matter through ADR, the employee will still have the ability to use existing statutory or regulatory means of addressing the issue/concerns. EEOC's preferred method of ADR is mediation, which are drawn from external sources to the Garrison.

g. I am personally committed to and support the objectives of ADR for resolving workplace issues arising in this command and encourage Garrison employees to consider the use of ADR to resolve employment disputes. Managers and supervisors are charged to use ADR when requested by an employee and its use is deemed appropriate.

5. PROCEDURES. A copy of this policy statement will be posted in Directorate's areas of responsibility, on all official bulletin boards, websites and made available upon request.

6. PROPONENT. The Equal Employment Opportunity (EEO) Office is the proponent for this USAG-DTA policy. POC is the EEO Office, IMNE-MIG-EEO, at commercial (586) 574-8354, or DSN 786-8354.


BRENDA LEE MCCULLOUGH
Garrison Manager